

Monitored Party <b>ANJI GUYOU FURNITURE CO., LTD.</b>	amfori ID <b>156-030986-000</b>	Address <b>Baishuiwan Industry Zone, Tianhuangping Town, Anji County , Huzhou , Zhejiang Sheng, China</b>
Monitoring Activity <b>amfori Social Audit - Manufacturing</b>	Monitoring Type <b>Full Monitoring</b>	Monitoring Partner <b>Bureau Veritas Hong Kong Limited</b>
Monitoring Start Date <b>09/01/2024</b>	Closing Meeting Finished Date <b>09/01/2024</b>	Submission Date <b>16/01/2024</b>
Expiration Date <b>16/01/2025</b>	Announcement Type <b>Fully Announced</b>	
Site <b>ANJI GUYOU FURNITURE CO., LTD.</b>	Site amfori ID <b>156-030986-001</b>	

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## OVERALL RATING



## SECTION RATING

PA1: Social Management System	<b>C</b>	
PA 2: Workers Involvement and Protection	<b>B</b>	
PA 3: The Rights of Freedom of Association and Collective Bargaining	<b>A</b>	
PA 4: No Discrimination, Violence or Harassment	<b>A</b>	
PA 5: Fair Remuneration	<b>A</b>	
PA 6: Decent Working Hours	<b>D</b>	

PA 7: Occupational Health and Safety	<b>A</b>	
PA 8: No Child Labour	<b>A</b>	
PA 9: Special Protection for Young Workers	<b>A</b>	
PA 10: No Precarious Employment	<b>A</b>	
PA 11: No Bonded, Forced Labour or Human Trafficking	<b>A</b>	
PA 12: Protection of the Environment	<b>A</b>	
PA 13: Ethical Business Behaviour	<b>A</b>	

## GENERAL DESCRIPTION

Name of lead auditor: Molly Zhu, CSCA21701146  
Name of team auditor (if applicable): N/A  
Name of observers, translators, trainees, advisors/consultants (if applicable): N/A  
Monitoring partner name: Bureau Veritas  
Audit Company APSCA Number: 11600002  
Audit schedule details: The audit is planned for one auditor x 1 day.  
Announcement Type: Fully Announced Full Monitoring  
Monitoring Date: January 9, 2024

### Business partner information:

Factory name: ANJI GUYOU FURNITURE CO., LTD. 安吉顾友家具有限公司  
Factory address: Baishuiwan Industry Zone, Tianhuangping Town, Anji County, Huzhou, Zhejiang Province 浙江省湖州市安吉县天荒坪镇白水湾工业园区  
Business License Number: 9133052305011302XE

The factory was established on July 5, 2012 and specialized in the manufacture of office chair, gaming chair, accent chair, home office chair, gaming sofa. The main production activities included cutting, sewing, wood working, glue spraying, assembly, inspecting and packing.

### Audited location information:

The factory rented whole 2-4/F of one 4-storey building and a steel shed which built beside the 1/F (around 200 square meters) from Anji Chunfeng Bamboo Products Factory. No dormitory, kitchen or canteen was provided. 1/F in the same building was rented out by the landlord to another factories. Independent business license and the rental agreement were provided for review. Onsite factory tour indicated that there was no relationship with the audited factory.

#### The 4-storey building:

1F: Anji Junhui Furniture Co., Ltd and Anji Wucheng Plastic Products Factory  
2F: inspecting and packing workshop, warehouse  
3F: cutting, sewing, glue spraying, assembly workshop  
4F: office room

The steel shed: wood working workshop

Operating shifts and hours: Normal working hour was 8 hours per day and 5 days per week from Monday to Friday. All production workers worked in one shift from 7:30 to 17:00 with break time from 11:30 to 13:00 (May to September), 8:00 to 17:00 with break time from 11:30 to 12:30 (October to April).

Time recording system: The factory used biometric attendance machine to record working hours. According to the payroll and attendance records of 6 sample employees from July 2023, 6 sample employees from October 2023 and 6 sample employees from current payment month November 2023, it was noted that the maximum overtime hours were 2 hours per weekday, 14 hours per week and 56 hours per month. And the maximum consecutive working days were 6 days.

Salary payment details: Employees were paid by hourly rate and wages were paid in cash on or before 18th of the following month. According to the payroll and attendance records of 6 sample employees from July 2023, 6 sample employees from October 2023 and 6 sample employees from current payment month November 2023, it was noted that the minimum wages paid to all sample employees were at least CNY 20.1 per hour, which was not less than the local minimum wage of CNY 2070 per month or CNY 11.90 per hour since August 1, 2021. Further, all sample employees were paid 150% of their normal wage for the overtime working hours on normal working days and 200% of their normal wage for the overtime working hours on the rest days. No overtime working hours were noted on statutory holidays.

### Worker number information:

There were totally 35 employees (18 male employees and 17 female employees) in the factory, including 26 production workers (13 male employees and 13 female employees) and 9 non-production workers. The youngest employee working in the factory was 29 years old.

There were 17 domestic migrant employees (8 male employees and 9 female employees) from Anhui, Guizhou Province, etc.

No foreign migrant, young, women, pregnant, seasonal, temporary, disabled, home-based worker was noted in the factory. No interns, apprentices, contractor worker was used by factory.

Good practices: None

Worker organization details: The workers freely elected one worker representative on September 20, 2023.

Circumstances: There was no special circumstance during the audit.

Summary of findings: There were non-compliances at Performance Area 1.1, 1.4; Performance Area 2.4, 2.5; Performance Area 5.5; Performance Area 6.2; Performance Area 7.3, 7.6, 7.17 during this audit.

Living wage calculation: Living Wage please refer to BNW in attachment. BV has used the methodology which is similar with Anker Benchmark methodology to estimate the living wage by estimating the cost of a basic but decent life style for a worker and his/her family. This involves adding up the cost of three expenditure groups: food (for a low-cost nutritious diet), housing (for basic healthy housing), and other essential expenses for a family, and then adding a small margin for sustainability and emergencies. The reason BV does not use Anker benchmark is no data in GLWC for the area where the factory is located. The data source: onsite audit information collection (BV BNW).

Remark:

There are no contractor/agencies/government waivers/collective bargaining used or available by the auditee, which makes the contractor license/agency labour contract/government waivers/collective bargaining agreements not applicable.

## SITE DETAILS

Site	Site amfori ID
<b>ANJI GUYOU FURNITURE CO., LTD.</b>	<b>156-030986-001</b>

### GICS Classification

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Sector	Industry Group	Industry
<b>Consumer Discretionary</b>	<b>Consumer Durables &amp; Apparel</b>	<b>Household Durables</b>
Sub Industry		
<b>Home Furnishings</b>		

### amfori Process Classifications

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N.A.

### GS1 Classifications

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N.A.

### NACE Classification

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N.A.

### Water Stress Situation

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N.A.

## METRICS

### Key Metrics

Total workforce	35	Workers
Legal minimum wage in local currency	2,070	Monthly
Lowest wage paid for regular work at the site	3,500	Monthly
Calculated living wage in local currency	2,070.51	Monthly
Total sample	6	Workers

### Other Metrics

Male workers	18	Workers
Female workers	17	Workers
Non-binary workers	0	Workers
Permanent workers - Male	18	Workers
Permanent workers - Female	17	Workers
Permanent workers - Non-binary	0	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Temporary workers - Non-binary	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Seasonal workers - Non-binary	0	Workers
Management - Male	3	Workers
Management - Female	2	Workers
Management - Non-binary	0	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Apprentices - Non-binary	0	Workers
Workers on probation - Male	0	Workers
Workers on probation - Female	0	Workers
Workers on probation - Non-binary	0	Workers
Workers with night shift - Male	0	Workers
Workers with night shift - Female	0	Workers
Workers with night shift - Non-binary	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Workers with disabilities - Non-binary	0	Workers
Domestic migrant workers - Male	8	Workers
Domestic migrant workers - Female	9	Workers
Domestic migrant workers - Non-binary	0	Workers
Foreign migrant workers - Male	0	Workers

Foreign migrant workers - Female	0	Workers
Foreign migrant workers - Non-binary	0	Workers
Workers hired directly - Male	18	Workers
Workers hired directly - Female	17	Workers
Workers hired directly - Non-binary	0	Workers
Workers hired indirectly - Male	0	Workers
Workers hired indirectly - Female	0	Workers
Workers hired indirectly - Non-binary	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Unionised workers - Non-binary	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Workers under CBA - Non-binary	0	Workers
Pregnant workers	0	Workers
Workers on parental leave - Male	0	Workers
Workers on parental leave - Female	0	Workers
Workers on parental leave - Non-binary	0	Workers
Sample - Male	3	Workers
Sample - Female	3	Workers
Sample - Non-binary	0	Workers

## FINDINGS

### PA1: Social Management System

Site: ANJI GUYOU FURNITURE CO., LTD. | Site amfori ID: 156-030986-001

**Question:** 1.1 Is there satisfactory evidence that the auditee has set up an effective management system to implement the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
Based on the factory tour, documents review, management and worker interviews, it was noted that the factory had established a management system according to amfori BSCI requirements, but partial area could not be implemented according to amfori BSCI COC completely at current, such as insufficient social insurance, monthly overtime exceeded 36 hours, issue of occupational health and safety, etc. The factory conducted the internal audit and management assessment yearly for its social compliance system to minimum the gap between the expectations of amfori BSCI COC. Therefore, this question was rated as 'Partially'. In accordance with Performance Area 1: Social Management System 1.1.	基于现场巡视、文件查阅、管理层访谈和员工访谈，工厂已根据amfori BSCI要求建立了一个管理体系，但目前部分区域还未能完全按照amfori BSCI的要求来执行，如社保不足、月加班超过36小时、健康安全问题等。工厂每年进行社会责任内部审核和管理评审，来缩小与amfori BSCI行为守则期望间的差距。因此，该问题点判定为部分不符合。 根据执行领域1：社会管理体系 1.1。

**Question:** 1.4 Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
Based on document review, management and worker interviews, it was noted that the factory had established the production capacity assessment procedure, but they had not assessed production capacity. Therefore, this question was rated as 'Partially'. In accordance with Performance Area 1: Social Management System 1.4.	基于文件审核、管理层和员工访谈，工厂已建立生产能力评估程序，但还未进行生产能力评估。因此，该问题点判定为部分不符合。 根据执行领域1：社会管理体系 1.4。

### PA 2: Workers Involvement and Protection

Site: ANJI GUYOU FURNITURE CO., LTD. | Site amfori ID: 156-030986-001

**Question:** 2.4 Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?



ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Based on factory tour, document review and worker interviews, it was noted that sampled employees were not quite aware of amfori BSCI values and principles. The training records of social responsibility were maintained and the amfori BSCI COC was posted publicly. Therefore, this question was rated as 'Partially'.</p> <p>In accordance with Performance Area 2: Workers Involvement and Protection 2.4.</p>	<p>基于现场走访、文件审核、和员工访谈，抽样员工并不知道amfori BSCI的价值和原则。工厂有提供进行关于社会责任的培训的记录，有张贴BSCI的行为准则。因此，该问题点判定为部分不符合。</p> <p>根据执行领域2：工人参与度和保护2.4。</p>

**Question:** 2.5 Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Based on document review, management and worker interviews, it was noted that the established grievance mechanism was not including all interested parties, only for internal part. The factory had developed written grievance mechanism and provided grievance channels to workers such as suggestion box. Workers were aware of the location of suggestion box and relevant grievance channels. The factory management also stated that they would continue to improve its grievance mechanism. Therefore, this question was rated as 'Partially'.</p> <p>In accordance with Performance Area 2: Workers Involvement and Protection 2.5.</p>	<p>基于文件审核、管理层和员工访谈，工厂建立的申诉机制没有包含所有利益相关方，只是对工厂内部适用。工厂制定了书面的申诉机制，且提供了申诉渠道供给员工，如意见箱。员工亦清楚意见箱的位置和相应的申诉渠道。工厂管理层亦表示会持续完善其申诉机制。因此，该问题点判定为部分不符合。</p> <p>根据执行领域2：工人参与度和保护-2.5。</p>

## PA 5: Fair Remuneration

Site: ANJI GUYOU FURNITURE CO., LTD. | Site amfori ID: 156-030986-001

**Question:** 5.5 Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted without negative impact on their pay, level of seniority, position, or promotion prospects?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Based on document review, management and worker interviews, it was noted that the factory's social insurance coverage was insufficient. There were 35 employees in the factory on the audit day, of which 1 employee was new hired in January</p>	<p>基于文件审核、管理层和员工访谈，工厂的社会保险覆盖不足。审核当天工厂共有35名员工，其中1名员工于2024年1月新入职，3名达到法定退休年龄无法参保，因此共有31名能参保。根据厂方提供的2023年11月社会保险缴费单据显示工厂为所有31名</p>

## Finding

2024 and 3 employees were unable to participate in the insurance when they reached the legal retirement age, so a total of 31 employees were able to participate in the social insurance program. According to the social insurance payment receipt provided by factory management, it was noted that 30 out of 31 employees were provided with pension, unemployment, medical, maternity and accident insurance (96.77%) in November 2023. In addition, the commercial accident insurance was provided for 9 employees from November 1, 2023 to October 31, 2024. Per management and employee interview, the employee was unwilling to participate in the social insurance program. And the proportion of social insurance participation exceed 80%, and all employees participated in accident insurance. Therefore, this question was rated as 'Partially'.

In accordance with Article 73 of the Labor Law of the People's Republic of China.

员工中的30名提供了养老，生育，医疗，失业和工伤保险(96.77%)。另外，工厂为9名员工提供商业意外保险，有效期从2023年11月1日至2024年10月31日。根据管理层和员工访谈，该名员工不愿意参加社会保险。工厂参加社会保险的比例超过80%，并且所有的员工都参与了工伤保险。因此，这个问题被评为部分不符合。

根据《中华人民共和国劳动法》第73条。

## PA 6: Decent Working Hours

Site: ANJI GUYOU FURNITURE CO., LTD. | Site amfori ID: 156-030986-001

**Question:** 6.2 CRUCIAL: Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the amfori BSCI Code of Conduct?

### ENGLISH

### LOCAL LANGUAGE

## Finding

Based on management and worker interviews and time records review it was identified that it was noted that 18 out of 18 sampled employees worked in excess of the statutory overtime hour limits. According to the payroll and attendance records of 6 sample employees from July 2023, 6 sample employees from October 2023, 6 sample employees from current payment month November 2023, it was noted that 6 out of 6 sample employees worked 56 overtime hours in July 2023, 6 out of 6 sample employees worked 50 overtime hours in October 2023, and 6 out of 6 sample employees worked 52 overtime hours in November 2023, which was not in compliance with the legal requirement of 36 overtime hours per month. Electronic attendance system was used to record workers' attendance, but the factory did not establish overtime control planning, workers'

基于厂方提供的工时记录和管理层和员工访谈，审核员发现18名抽样员工中的18名加班时间超出了法定标准。抽样2023年7月6名员工，2023年10月6名员工和2023年11月6名员工的工资考勤记录，显示6名员工在2023年7月加班56小时，6名员工在2023年10月加班50小时，6名员工在2023年11月加班52小时，超过每月加班时间不能超过36小时的法律规定。工厂员工采用电子考勤系统记录出勤时间，但工厂没有建立加班管控计划，员工的加班时取决于生产任务。并且，考勤系统在月加班超时时也没有预警功能。因此，这个问题被评为完全不符合。

根据《中华人民共和国劳动法》第41条。

## Finding

overtime hours depended on production task. In addition, the attendance system had no alert function when monthly overtime exceeded limit. Therefore, this question was rated as 'No'. In accordance with Article 41 of the Labor Law of the PRC.

## PA 7: Occupational Health and Safety

Site: ANJI GUYOU FURNITURE CO., LTD. | Site amfori ID: 156-030986-001

**Question:** 7.3 Is there satisfactory evidence that the auditee set up an effective management system that ensures they regularly carry out risk assessments for safe, healthy and hygienic working conditions?

### ENGLISH

### LOCAL LANGUAGE

#### Finding

Based on the factory tour, documents review, management and worker interviews, it was noted that the risk assessment for safe, healthy and hygienic working conditions was not conducted sufficiently. The risk assessment did not include the risk of share building. The factory had developed policies and processes for risk assessment in accordance with the amfori BSCI Code of Conduct, the risk assessment included workshop, warehouses, processes, machines, transmittable and non-transmittable diseases, etc. Therefore, this question was rated as 'Partially'. In accordance with Performance Area 7: Occupational Health and Safety 7.3.

基于现场巡视、文件查阅、管理层访谈和员工访谈，工厂为车间岗位进行风险评估不充分，风险评估未涵盖共用建筑的风险。工厂结合amfori BSCI行为守则制定了风险评估的政策和流程，工厂风险评估包含了车间，仓库，工序，机器设备，传染疾病和非传染疾病等。因此，该问题点判定为部分不符合。  
根据执行领域7：职业健康和安全 7.3。

**Question:** 7.6 Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems?

### ENGLISH

### LOCAL LANGUAGE

#### Finding

Based on the factory tour, it was noted that one employee working in the glue spraying workshop did not wear goggles or respirator. Based on documents review, management and worker interviews, the factory provided free personal protective equipment such as masks, earplugs and gloves for employees, and provided relevant training for employees requiring them to wear personal protective equipment correctly during the

基于现场巡视，工厂喷胶车间1名员工在工作时没有佩戴护目镜和防毒面具。基于文件查阅，管理层和员工访谈，工厂为员工免费提供了个人防护用品，如口罩，耳塞，手套，并为员工提供了相关的培训要求员工在工作时正确佩戴个人防护用品。工厂在车间张贴了警示标志，要求员工佩戴个人防护用品。因此，该问题点判定为部分不符合。  
根据《中华人民共和国安全生产法》第42条改善。

### Finding

working time. The factory had posted warning signs in the workshop, requiring employees to wear personal protective equipment. Therefore, this question was rated as 'Partially'.

In accordance with Article 42 of Law of the People's Republic of China on Production Safety.

**Question:** 7.17 Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?

### ENGLISH

### LOCAL LANGUAGE

### Finding

Based on the factory tour, it was noted that the needle guards installed on 2 out of 5 sewing machines in use were adjusted to a high position, therefore they could not serve the purpose to protect workers' fingers. And 1 hole punching machine in wood processing workshop was not installed with pulley guard. Based on the documents review, the factory had established machine safety regulations and provided machine safety training for employees. Based on the employee interview, no injure accident was occurred. Therefore, this question was rated as 'Partially'.

In accordance with Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene.

基于现场巡视，工厂缝纫车间正在使用的5台缝纫机中的2台针挡安装过高，不能起到保护作用。木工车间1台打孔机没有安装皮带轮保护罩。基于文件查阅，工厂制定了机器安全规程，并为员工提供了机器安全培训。基于员工访谈，工厂没有工伤事故发生。因此，该问题点判定为部分不符合。根据《生产设备安全卫生设计总则(GB5083-1999)》第6.1.6条。